

Do You Question Your QB Data?

Why do I have a negative balance in accounts receivable? How do I record the sale of a fixed asset? Why are my payroll liabilities showing up as unpaid? Did I set up the Item List correctly?

WE HAVE THE ANSWERS!!!

Our step-by-step diagnosis of your QuickBooks files will show you common mistakes, how to fix them and how to avoid future problems. For example, did you know that:

- QuickBooks can track separate departments or profit centers within a business.
- If a file is larger than 100 MB, it's time to condense or start a new file.
- QuickBooks allows you set company and personal preferences.
- The chart of accounts should have 70 or fewer accounts. If you have an account for every product, service or customer, you're probably not using this section properly.
- You can create price levels that can be applied on invoices and cash sales.
- Invoices can be faxed or e-mailed to your clients.
- Recurring monthly transactions can be memorized by QuickBooks, saving you time and preventing data entry errors.
- You can add an icon to your toolbar for reports you review frequently—that way they're available at the push of a button!
- There shouldn't be a balance in Opening Balance Equity.
- The tax tables may be out of date and therefore calculating payroll incorrectly.

With our 20-point checkup, ebs Associates will examine the health of your QuickBooks data and settings and create a comprehensive report of our findings to review with you.

We're offering the 20-point checkup at an introductory rate of \$325 for new clients. It could be one of the smartest things you do for your business this year!



Essential Business Services

"The Certified Experts in QuickBooks® Pro"

QuickBooks 20-Point Checkup

ASSESS FILE

1. File Details
2. Data Integrity
3. Backup Procedures
4. Imported Data
5. Data Entry Procedures

ACCOUNTS AND LISTS

6. Chart of Accounts
7. Undeposited Funds
8. Item List
9. Inventory
10. Sales Tax Liability

QB REPORTS

11. Balance Sheet
12. Profit & Loss
13. Account-Based Reports
14. Sales by Item Summary
15. Previous Journal Entries

PAYROLL & A/R AND A/P

16. Accounts Receivable
17. Accounts Payable
18. Payroll Liabilities
19. Payroll Tax Tables
20. Reconciliations

12042 SE Sunnyside Rd., Suite 518
Clackamas, Oregon 97015

56077 Gothard Way
Bend, Oregon 97707

Phone: (503) 885-0776
Fax: (503) 698-5147

qbadvisors@teachmequickbooks.com
www.teachmequickbooks.com